

**SUMMARY OF THE
FIELD MEASUREMENTS AD HOC COMMITTEE MEETING
MAY 18, 1999**

The Field Measurements *ad hoc* Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Tuesday, May 18, 1999, from 1 p.m. to 3 p.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Barton Simmons of the California Environmental Protection Agency (Cal/EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to continue to update Field Measurements ad hoc Committee actions taken since the National Environmental Laboratory Accreditation Conference (NELAC) Interim Meeting on January 13, 1999, to set the time for the next meeting by teleconference, and to suggest agenda items for the NELAC Annual Meeting to be held June 28 through July 1, 1999 in Saratoga Springs, NY.*

INTRODUCTION

Dr. Simmons opened the meeting at and reviewed the meeting agenda.

ACTION ITEMS FROM MEETING OF APRIL 20, 1999

European Standard EN45000

Mr. Cliff Glowacki located more information on Standard 45013 and sent it to Dr. Simmons. The European Standard is written in general terms but could be altered to fit the committee's needs.

Source Emissions Sampling (SES) Sampling Programs

The chair asked for comments on the SES draft report. Dr. Simmons has begun editing the draft, but clarification is needed to tell which passages are direct quotes.

Combined Draft of Sampling Problems

Dr. Simmons sent the combined draft of sampling problems to the committee today. He is requesting prompt feedback from the committee so that information can be given to the Environmental Laboratory Advisory Board (ELAB) and also to possibly provide a general handout at the Fifth NELAC Annual Meeting. ELAB recommendation #41 seems to indicate they are waiting for our committee's recommendations. Dr. Simmons will consolidate comments on the combined draft and sent them to ELAB and the NELAC Board of Directors.

Initial Comments

Initial comments were: (1) need to identify the audience, (2) more description of impacts on sampling, (3) appendices need review, (4) stress the need for properly trained personnel.

Comments are due to Dr. Simmons by May 21st. He will review them and then send them to Mr. John Hosenfeld. Any revisions will be discussed in the next meeting.

There is still a need to ask that our committee's topics to be put on the ELAB agenda for the Fifth NELAC Annual Meeting. To respond to ELAB recommendation #38, the committee should work with the Accreditation Process Committee to develop clearer definitions of field and mobile laboratories. ISO Guide 25 definitions should be used. Dr. Simmons will contact the Accreditation Process Committee chair and invite a representative from that committee to participate in the next meeting. For ELAB recommendation #41, the committee should focus on the development of NELAC Standards for field activities. It will be necessary to revisit the needs of USEPA Office of Air and Radiation (OAR) with respect to field sampling, etc. Dr. Simmons asked that a note to ELAB be written that summarizes the Field Measurements *ad hoc* Committee position with respect to OAR needs. Dr. Simmons will call Dr. Allen Verstuyft of ELAB and invite him to participate in the next teleconference.

Checklists for Chapter 3

Method-specific checklists have been developed and reviewed for Chapter 3, "On-Site Assessment" and they are now posted on the NELAC Website. The checklist items are expected to be discussed at length during the annual meeting.

Draft Agenda for the Annual Meeting

Dr. Simmons will circulate a revised agenda for the annual meeting to committee members for review prior to the committee's next meeting by teleconference.

Nominees for NELAC Field Activities Committee

Committee members were directed to the NELAC Website for the nomination form. Dr. Simmons will contact Dr. Ken Jackson, NELAC Chair, for information regarding the deadline for submitting nominations for the committee and for the procedures that need to be followed. He anticipates the answer will be to provide nominees before the annual meeting so the board can consider the nominees and achieve a balanced representation from government and private industry. Standing committees generally consist of 5 voting members and 5 contributors.

NEW BUSINESS

Standing Committee Transition Issues

Dr. Simmons will provide a current, updated list of members of the Field Measurements *ad hoc* Committee. The committee will be meeting at the Fifth NELAC Annual Meeting and this is expected to be its last meeting. It is expected that a new standing committee will be created during the annual meeting. This new committee must elect its own chairperson. Dr. Simmons will seek clarifications from Dr. Jackson on the protocol to follow in dissolving the *ad hoc* committee and forming the new standing committee.

Proposed Changes to Constitution and By-Laws

Mr. Dan Bivins stated that the necessary language changes in the NELAC Constitution and By-Laws have been proposed to accommodate the creation of a new standing committee and the revised information is posted on the NELAC Website.

Schedule for Air Emissions Written Standards

Mr. Hosenfeld reported that preparation of the Air Emissions Standards is on track. An outline of the standards has been distributed and Mr. Hosenfeld reviewed this item for the committee. It was noted that this document is only a draft of an Appendix to the as yet unwritten Field Activities Standards and that an outline of the Field Activities Standards is needed. Dr. Simmons will draft one and put in placeholders for sampling standards drawing on ISO 17025 for guidance. Most of the details would be in appendices to the standards (for example, soil, radioactivity, air emissions, and so on). It was requested that the demonstration of capability or training be included in the standards to ensure that field personnel are competent. In response to this, Mr. Hosenfeld said this is partially addressed in the draft Source Emissions Appendix. Another appendix topic for the field activities standards should be a discussion of Performance-Based Measurement Systems (PBMS). There are items unique to field sampling that may not be adequately covered in the other standards. Mr. Hosenfeld will review the other standards and extract information that pertains to field activity standards. He asked if a handout containing an outline of the Field Activities Standards and notes about the proposed appendices could be prepared for the annual meeting. Dr. Simmons agreed that a handout should be prepared and that he would see that it was brought to the annual meeting and distributed at the committee meeting.

Response to ELAB Recommendations

Dr. Simmons will contact the Accreditation Process Committee to see if they need any input from the Field Measurements *ad hoc* Committee to better define mobile and field laboratories and their place in the accreditation process.

Glossary Terms

The committee may need to make additions to the NELAC Glossary. Mr. Bivins will look at Appendix A of the NELAC Program Policy and Structure standards to see if there are terminology issues that should be discussed in the next meeting.

Opportunities for Outreach

Mr. Bivins will be attending the Air and Waste Management Association (AWMA) annual meeting in St. Louis in June and he plans to attend sessions and seminars related to NELAC activities, especially field activities. The Source Evaluation Society is meeting concurrently with the AWMA meeting. Other opportunities to speak about NELAC and recruit participants are: International Atomic Energy Conference in Arlington, VA; American Industrial Hygiene Association (AIHA) meeting (Mr. Glowacki will attend); 15th Annual Waste Testing and Quality

Assurance Conference (July 15); conferences in the United Kingdom (Mr. Bivins is to present a stack sampling paper at the University of Warwick in September).

NEXT MEETING

The next scheduled meeting by teleconference is Tuesday, June 16, 1999 from 1 p.m. to 3 p.m., EDT. The committee is also planning a luncheon/social get-together at a convenient time during the Fifth NELAC Annual Meeting in Saratoga Springs.

**ACTION ITEMS
FIELD ACTIVITIES COMMITTEE MEETING
MAY 18, 1999**

Item No.	Action	Date to be Completed
1.	Continue follow-up on European standards and distribute to Committee (Glowacki; Petullo)	Prior to June 15, 1999
2.	Submit comments on combined draft of sampling problems to Simmons (committee)	May 21, 1999
3.	Check with ELAB for a spot on their agenda. Send outline of paper on sampling problems to ELAB and Board Members. Invite Dr. Allen Verstuyft of ELAB to participate in our committee's next teleconference (Simmons)	Prior to June 15, 1999
4.	Contact Accreditation Committee to offer help with answering ELAB recommendation #38 and invite participation in next teleconference (Simmons)	Prior to June 15, 1999
5.	Distribute revised draft agenda for annual meeting to committee (Simmons)	Prior to June 15, 1999
6.	Identify candidates for Field Activity Committee membership (committee) and forward to NELAC Board (Simmons).	Prior to annual meeting
7.	Ask NELAC Chairman about protocols for ad hoc committee dissolution and formation of new standing committee (Simmons)	Prior to annual meeting
8.	Create and distribute updated list of ad hoc Field Activities members (Simmons)	Prior to June 15, 1999
9.	Draft an outline of Field Activities NELAC Standards for discussion and later distribution at annual meeting (Simmons)	Prior to June 15, 1999 teleconference
10.	Review other Standards; extract information pertaining to field activities (Hosenfeld)	Prior to June 15, 1999
11.	Examine Appendix A of Program Policy and Structure for field activity terminology issues (Bivins)	Prior to June 15, 1999
12.	Continue outreach activities (Committee)	Ongoing

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FIELD ACTIVITIES COMMITTEE MEETING
MAY 18, 1999

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